

Text for Tony's overview  
at D/L Quarterly, 10-11 Oct 85

D D A Q U A R T E R L Y - T H I R D Q U A R T E R 1 9 8 5

~~SECRET~~

AS YOU CAN SEE BY THE AGENDA, THIS D/L QUARTERLY WILL BE PRESENTED BY A  
NUMBER OF OL SPEAKERS PRESENTING OVERVIEWS ON THIRD QUARTER OL  
ACCOMPLISHMENTS, ALLIED CORPORATION, FBO PROJECTS, SECURE PRINTING,   
 AND BAR-CODING AT

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I'LL BEGIN OUR PRESENTATION WITH AN OVERVIEW OF ACTIVITIES IN OL DURING  
THE THIRD QUARTER.

THESE SLIDES CONTAIN SOME OF THE MORE SIGNIFICANT ACTIVITIES OR ITEMS WE  
THOUGHT WOULD BE OF GREATER INTEREST TO YOU.

SINCE EACH SLIDE CONTAINS EXTENSIVE INFORMATION, WE DO NOT HAVE ENOUGH  
TIME TO REFER TO EACH ITEM, BUT WE WILL ATTEMPT TO DIRECT YOUR ATTENTION TO  
SPECIFIC HIGHLIGHTS THROUGH GENERAL COMMENTS.

~~SECRET~~

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IN THE SUPPLY OPERATIONS AREA, [REDACTED] SAW SIGNIFICANT INCREASES IN WORK LOAD OVER THE THIRD QUARTER LAST YEAR, ESPECIALLY IN LINE ITEMS PROCESSED THROUGH "RECEIVING" -- 21,334 IN FY 85 VERSUS 9,803 IN FY 84, FOR AN INCREASE OF 177 PERCENT.

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THESE REQUESTS WERE MET WITH NO INCREASE IN STAFF -- BUT WITH A 30-PERCENT INCREASE IN OVERTIME COMPARED WITH THE SAME QUARTER LAST YEAR.

WE EXPECT THIS UPWARD TREND IN WORK LOAD TO CONTINUE.

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SUPPLY MANAGEMENT BRANCH ALONE PROCESSED OVER 35,000 LINE-ITEM REQUESTS IN THE THIRD QUARTER, FY 85 -- A 10-PERCENT INCREASE OVER THE THIRD QUARTER LAST YEAR.

LINE-ITEM REQUESTS AS DEFINED ON THIS SLIDE ARE ITEMS ORDERED ON FORM 88 THAT CAN BE PROCESSED THROUGH THE REQUISITION SYSTEM.

LETTER REQUESTS AS DEFINED ON THIS SLIDE ARE WHAT WE SEND TO OTHER GOVERNMENT AGENCIES ASKING FOR SUPPLIES OR SERVICES.

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THE FACILITIES UPGRADE CONTINUES AT

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WORK ON THE COMMO EQUIPMENT ROOM HAS BEEN COMPLETED, AND THE SECURE VOICE SYSTEM IS OPERATIONAL.

BAR-CODING EQUIPMENT HAS BEEN INSTALLED AND IS BEING USED TO TRACK MATERIEL RECEIVED AT AND SHIPPED FROM THE WAREHOUSE. A DEMONSTRATION OF THE BAR-CODING EQUIPMENT WILL BE GIVEN LATER

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GENERAL FACILITIES UPGRADING IS CONTINUING AT A FASTER PACE AND ON A LARGER SCALE THAN EVER BEFORE IN ORDER TO MAXIMIZE THE EFFECTIVENESS OF THIS VERY IMPORTANT OPERATIONAL FUNCTION.

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[REDACTED] HAD LARGE INCREASES IN SHIPMENTS -- CAUSED MAINLY BY SUPPLY  
DIVISION'S EXPANSION OF PROCUREMENT FUNCTIONS [REDACTED]

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THE LOGISTICS CAREER SERVICE TRAINING PANEL (LCSTP) WILL CONDUCT AN IN-DEPTH REVIEW OF ALL LOGISTICS TRAINING PROGRAMS TO ENSURE THAT THE PROGRAMS AND COURSES MEET THE GOALS OF THE OFFICE. THE PANEL WILL DEVELOP NEW SEMINARS, WORKSHOPS, AND SELF-STUDY CENTERS AS NEEDED. THE SIZE AND COMPLEXITY OF THIS OFFICE-WIDE UNDERTAKING WILL OF NECESSITY INVOLVE THE USE OF VOLUNTEERS. THE REVIEW IS EXPECTED TO TAKE 9 TO 12 MONTHS.

WE'VE SET UP A TASK FORCE OF SENIOR PROCUREMENT OFFICERS IN RESPONSE TO SOME FIRM DDS&T REQUIREMENTS AND OTHER SHORTAGES.

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OL HAS AN "IN-HOUSE" RECRUITMENT PROGRAM THAT IS FACILITATING THE HIRING OF PERSONNEL FOR THIS OFFICE.

SUCH EMPHASIS HAS LED TO SIGNIFICANT INCREASES IN RESULTS RELATIVE TO THE SECOND QUARTER, FY 85, AND THIS MOMENTUM IS EXPECTED TO CONTINUE AND INCREASE IN THE FUTURE.

THESE RECRUITMENT FIGURES ARE FOR PROFESSIONAL AND TECHNICAL APPLICANTS AND DO NOT INCLUDE CLERICALS.

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THIS SHOWS THE GROWTH IN PROCUREMENT DIVISION'S NUMBER OF ACTIONS AND DOLLAR OBLIGATIONS FOR THE THIRD QUARTERS, FY 83, 84, AND 85.

AS YOU CAN SEE, THERE IS A CONSISTENT AND CONTINUING GROWTH IN ACTIONS AND DOLLAR EXPENDITURES BETWEEN RELATIVE QUARTERS AND FISCAL YEARS.

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THE DATA ADMINISTRATION SERVICE (DAS), INFORMATION AND MANAGEMENT SUPPORT STAFF, OL/IMSS, IS RESPONSIBLE FOR THE MANAGEMENT OF AUTOMATED DATA PROCESSING (ADP) ACTIVITIES WITHIN OL. ONE OF ITS KEY FUNCTIONS IS TO EFFECTIVELY DEVELOP AND MANAGE OL ADP RESOURCES IN SUPPORT OF OL NEEDS.

THIS SLIDE SHOWS SOME OF THE WAYS IN WHICH DAS CONTINUES TO EXPAND, ENHANCE, AND SUPPORT AUTOMATED DATA PROCESSING ACTIVITIES IN OL, BOTH AT HOME AND OVERSEAS.

WORTHY OF NOTE HERE ARE THE THIRD AND FOURTH BULLETS. IMSS AND THE OFFICE OF COMMUNICATIONS HAVE ESTABLISHED AMCA AND EUCA AS TEST MODEL FIELD SITES FOR THE UTILIZATION OF THE WANG PERSONAL COMPUTER TO HANDLE INVENTORY CONTROL AT OVERSEAS SITES AS PART OF OUR LOGISTICS OVERSEAS COMPUTER SYSTEM.

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THE PRINTING FIGURES COMPARE MONTHLY AVERAGES FOR THE SECOND AND THIRD  
QUARTERS, FY 85. IMPRESSIONS INCREASED BY 56 PERCENT, AND DOCUMENT COPYING BY  
34 PERCENT.

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REGARDING THE P&PD RECRUITING EXERCISE IN PITTSBURG, WE'RE STILL REAPING APPLICANTS -- AND ARE SETTING PLANS IN MOTION TO HOLD TWO OTHER SUCH EXERCISES IN DIFFERENT PARTS OF THE COUNTRY. SO WHAT STARTED OFF AS THE FIRST-OF-A-KIND IS BEING EXPANDED.

THE USSR ENERGY ATLAS IS THE LARGEST JOB P&PD HAS EVER PRODUCED (20,000 COPIES AND 5 WEEKS' PRESS TIME).

INK-COLOR STANDARDIZATION IS IMPORTANT BECAUSE IT WAS A QUALITY CIRCLES PROJECT -- DONE BY P&PD EMPLOYEES AND "SOLD" BY P&PD MANAGEMENT TO THE DDI -- THAT SAVED MONEY.

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SOME THINGS THAT WERE ACCOMPLISHED ON THE NEW BUILDING IN THE THIRD  
QUARTER --

WE'VE PICKED THE A&E CONTRACTOR FOR THE DAY CARE CENTER AND TAKEN OVER  
THE FIRST LEVEL OF THE PARKING DECK. (SINCE THE END OF THE THIRD QUARTER, WE  
HAVE ALSO ACQUIRED THE SECOND LEVEL OF THE PARKING DECK.)

ONE HAS ONLY TO LOOK OUT THE WINDOW OF HIS OFFICE AT HEADQUARTERS OR LOOK  
OUT FROM THE CAFETERIA TO SEE THE FAST-MOVING EMERGENCE OF A STRUCTURAL STEEL  
SKELETON WHICH IS DEFINING THE EXTENT AND SCALE OF THE NEW HEADQUARTERS  
BUILDING AND THE FINE PERFORMANCE AND CONTRIBUTION THE NEW BUILDING PROJECT  
OFFICE STAFF IS MAKING TO THIS AGENCY.

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IN ADDITION TO THE MAINTENANCE AND OPERATION OF THE HEADQUARTERS BUILDING AND ALL THE ENGINEERING DESIGN AND CONSTRUCTION PERFORMED BY THE HEADQUARTERS OPERATIONS, MAINTENANCE AND ENGINEERING DIVISION, (HOME/OL), THE DIVISION GAVE INCREASED SERVICE TO THE OFFICE OF CURRENT PRODUCTION AND ANALYTIC SUPPORT (CPAS) BY PROVIDING AROUND-THE-CLOCK, HOURLY COURIER SERVICE TO DI AND DO OPERATIONS CENTERS (THROUGH SEPTEMBER).

WITH REGARD TO THE THIRD AND SIXTH BULLETS, HOME DEVELOPED PLANS TO COMPLEMENT THE NEW BUILDING EFFORT BY SHIFTING ALL RECEIVING ACTIVITY AND TRASH-DUMPSTER RECEPTACLES FROM NORTH DOCK TO SOUTH DOCK FROM JULY 1985 THROUGH JANUARY 1986 AND RELOCATED HEADQUARTERS SUPPLY ROOM FROM GJ-26 TO GK-69 HEADQUARTERS BUILDING. SOME 500 LINE ITEMS ARE AVAILABLE IN THIS LARGER SELF-SERVICE STORE AREA.

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SOME OF THE MOVING SERVICES HOME PROVIDED IN THE THIRD QUARTER --

YOU'VE SEEN WHAT'S BEEN DONE IN THE NORTH AND SOUTH CAFETERIAS, BUT DID YOU KNOW THAT 11 TRAILER LOADS OF OLD FURNITURE WERE REMOVED AND 1,400 CHAIRS AND 480 TABLES WERE ASSEMBLED AND MOVED IN AS REPLACEMENTS?

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BESIDES THE ARMORING SERVICES (FIRST BULLET) AND VEHICLE ACQUISITIONS (SECOND BULLET), HOME PROVIDED SPECIAL TRANSPORTATION FOR MORE THAN 2,718 EMPLOYEES AND THAT'S IN ADDITION TO THE SHUTTLE-BUS SERVICE.

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THE INTERIOR DESIGN STAFF HAS BEEN EXPANDED. SOME OF THEIR SIGNIFICANT ACCOMPLISHMENTS ARE SHOWN ON THIS SLIDE.

THE UNIQUE SKILLS OF THESE PROFESSIONALS IN ENHANCING THE GENERAL ENVIRONMENT OF ALL AGENCY SPACE IS INDICATIVE OF THE INTEREST, CONCERN, INVOLVEMENT, AND CONTRIBUTION OF THE OFFICE OF LOGISTICS TO BOTH THE FUNCTIONAL AND AESTHETIC QUALITIES OF AGENCY FACILITIES.

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THESE ARE SOME OF HOME'S UNDERTAKINGS IN THE MAINTENANCE, OPERATIONS, AND  
ENGINEERING AREAS DURING THE THIRD QUARTER.

PLEASE NOTE THE STATISTICS ON ROUTINE WORK REQUESTS AND THE PERCENTAGES  
COMPLETED.

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CONTINUING WITH MORE OF HOME'S MAINTENANCE, OPERATIONS, AND ENGINEERING SERVICES, SOME SPECIFICS ARE GIVEN REGARDING RENOVATION AND EXPANSION ACTIVITIES -- 66 RENOVATIONS COMPLETED DURING THE THIRD QUARTER AT A COST OF \$396,000.

RENOVATIONS AND UPGRADING OF OUR COMPUTER CENTERS AND OUR COMMUNICATIONS SYSTEMS WILL BE A CONTINUING TREND AND A GROWING WORK LOAD AS THE AGENCY PURSUES THE STATE-OF-THE-ART OF TECHNOLOGY IN THE AREAS OF ADP AND COMMUNICATIONS SYSTEMS.

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CONTINUING WITH HOME'S MAINTENANCE, OPERATIONS, AND ENGINEERING SERVICES, THESE ARE SOME OF THE DIVISION'S MAJOR RENOVATIONS PROJECTS WHICH WERE STILL IN PROGRESS DURING THE THIRD QUARTER 85.....

NOTE THE VARIETY OF KINDS OF WORK AND THE HIGH DOLLAR VALUE OF PROJECTS BEING IMPLEMENTED.

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WORK CONTINUES ON THE CONFIGURATION-MANAGEMENT EFFORT.

WHILE PLANNING FOR THE NEW HEADQUARTERS BUILDING, IT BECAME EVIDENT THAT A CAREFULLY MONITORED APPROACH WOULD BE NECESSARY TO COPE WITH FACILITIES ISSUES ARISING DURING THE TRANSITIONAL PERIOD FROM 1985 THROUGH 1988. A CONFIGURATION MANAGEMENT (CM) SYSTEM, COMPRISING CONTROL BOARDS, BASELINE DOCUMENTATION, AND THE NECESSARY DISCIPLINE PROCEDURES, WAS SELECTED AS THE BEST METHOD TO COORDINATE AND CONTROL THE MANY CHANGES THAT WILL BE MADE TO FACILITIES AND SYSTEMS AT HEADQUARTERS. THIS CM SYSTEM WILL BECOME THE BASIS FOR AGENCY MANAGEMENT OF THE EXPANDED HEADQUARTERS FACILITY.

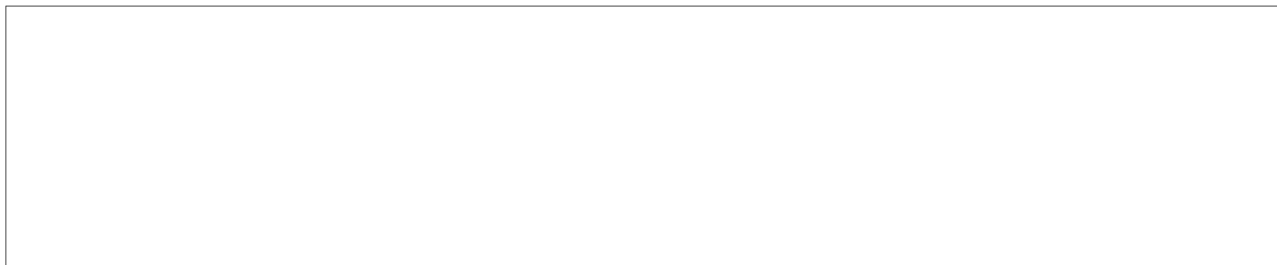
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THIS IS A MEASURE OF THE VARIETY AND SCALE OF SOME OF THE WORK ACTIVITY  
BEING PERFORMED BY THE REAL ESTATE AND CONSTRUCTION DIVISION (RECD) IN THE  
REAL ESTATE AND CONSTRUCTION AREA.

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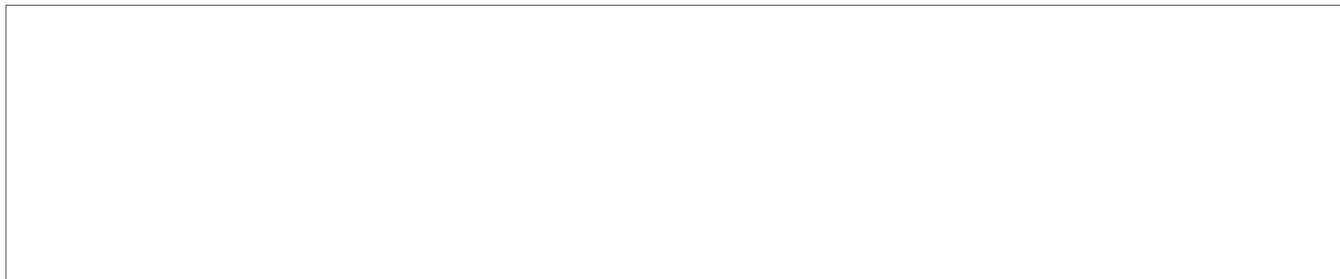
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CONTINUING WITH RECD ACTIVITIES.....

IN KEEPING WITH THE DCI'S SEARCH FOR EXCELLENCE, AUTHORITY HAS BEEN DELEGATED TO CONTRACT FOR MINOR REPAIRS/ALTERATIONS UNDER \$1,000 (FIRST BULLET). THIS IS JUST ONE EXAMPLE OF WAYS IN WHICH OL HAS BEEN TRYING TO REDUCE BUREAUCRATIC PROCEDURES.

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THIS SUMMARIZES INFORMATION ON DIRECT LEASES ADMINISTERED AND SHOWS THE THIRD QUARTER STANDARD LEVEL USER CHARGE (SLUC) PAYMENT TO THE GENERAL SERVICES ADMINISTRATION (GSA).

SLUC IS MONEY THAT THE AGENCY PAYS TO GSA FOR USE OF SPACE IN GOVERNMENT-MANAGED PROPERTY AND IS CONSIDERED EQUIVALENT TO THE FAIR MARKET VALUE COST FOR LEASING, MAINTAINING, AND OPERATING SUCH SPACE ON THE COMMERCIAL MARKET.

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PLEASE NOTE THAT THERE IS A CHANGE IN THE AGENDA --

INSTEAD OF A SUMMARY BY MR. MAHONEY AS SHOWN ON THIS SLIDE, THERE WILL BE  
A QUESTION AND ANSWER PERIOD AFTER ALL THE PRESENTATIONS HAVE BEEN MADE.

CONTINUING WITH ITEMS ON OUR AGENDA.....

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WILL GIVE YOU AN UPDATE ON ALLIED COPRORATION.

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